

# Little Traverse Bay Bands of Odawa Indians

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## Job Posting

**Job Title:** WOCTEP Lab Assistant  
**Department:** Gijigowi-Bib Skaa Bii Me (Academics)  
**Reports To:** WOCTEP Project Director  
**FLSA Status:** Non-Exempt  
**Salary Range:** \$9.55 to \$12.92 per hour / (\$19,859 to \$26,868) annual  
**Level:** 1  
**Terms:** Grant funded position; ends on 12/31/2012 or earlier, depending on annual grant funding  
**Open Date:** October 22, 2010  
**Closing Date:** November 12, 2010

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### SUMMARY

Staff Tech Lab; provide technical and other assistance to students and others using computer lab. As needed, will also provide program-level administrative support for the Waganakising Odawa Career & Technical Education Program. Work schedule will require evening and weekend hours.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following; other duties may be assigned.

- Primary duty will be to staff Tech Lab and assist students and community members with their work.
  - Greet lab patrons, offer assistance.
  - Answer questions, provide technical assistance, find resources for questions that cannot be answered right away, research answers to questions.
  - Set up lab for NCMC instructors.
  - Run software updates.
  - Clean computer lab, including computers, keyboards, mice, chairs, desks, headphones, etc.
  - Work on special Tech Lab projects as assigned by supervisor.
- As needed, will:
  - Assist in receiving, sorting, routing, and preparing mail/faxes, as needed.
  - Create and print memos, correspondence, reports, and other documents as necessary.
  - Perform other clerical duties as needed, such as filing and copying.
  - Abide by LTBB confidentiality requirements.

### COMPETENCIES

To perform the job successfully, an individual should demonstrate the following: contribute to building a positive team spirit; show respect and sensitivity for cultural differences; prioritize and plan work

activities; demonstrate accuracy and thoroughness; apply feedback to improve performance; develop innovative approaches and ideas.

### **EDUCATION AND EXPERIENCE**

High School Diploma or GED, and some completed college coursework required. Proficiency with all major Microsoft Office application is required (Word, Excel, Outlook, and PowerPoint). Experience with iMac computers and related software preferred. Successful candidate will pass computer proficiency test in Tech Lab.

### **SKILLS AND ABILITIES**

Must be able to establish and maintain working relationships with the staff, students, Tribal community members, public agencies, etc. Must possess computer skills and the ability and desire to easily learn new technology and procedures.

### **SCHEDULE**

Must be able to adjust scheduling with reasonable notice, including the scheduling of evening and weekend hours as required.

### **COMMENTS**

Indian preference will apply. Individual must be able to pass a criminal background investigation.

